

MINUTES

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
DECEMBER 18, 2017**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Meeting called to order at 7 pm by Chair
Present: Ellick, Owen, Stark, Babcock,
Absent: King, Powell, Weidenfeller

II. PLEDGE OF ALLEGIANCE

Chair led the Pledge of Allegiance

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

Catherine Engelman informed the Board concerning a wellness program she is starting to run at the Library. She is an RN working on her Bachelor degree and chose this area as she saw a need for blood pressure checks and education. This will take place on Saturdays in the Library.

Kurt Mabie addressed the Board concerning the endowment and the need to keep operating under the budget. His concern was the Library may be going overbudget and may need to curtail services. Board needs to be fiscally responsible.

No other oral or written comments

IV APPROVAL OF THE AGENDA

MOTION: "Approve the agenda" made by Stark, second by Babcock
Motion carried by voice vote

Trustee Powell joined the meeting 7:10 pm

V. CONSENT AGENDA

A. Approval of the Minutes of the Board meeting of November 27, 2017

B. Approval of the Financial Report of November 27, 2017

MOTION: "Approve consent agenda" made by Owen, second by Powell
Motion carried by voice vote.

VI. COMMITTEE REPORTS

- A. Personnel Committee-None
- B. Policy Committee-None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR'S REPORT

Directors full report is part of Board packet
Sold another 27 pavers. Lat 4 brass plates sold for wall. 478 patrons attended the Dec 9th Christmas activities at the Library. Lions Club donated over \$7000.00 for adaptive software and equipment at the Library. 3 mini Library kiosks will be set up around town. (City Hall, Morley Park, and the White Pines staging area) The Library has accepted 2 volunteers to work at the Library.

VIII. UNFINISHED BUSINESS

A, Roof project update

The go ahead has been given and ice fence should be installed in January

IX. NEW BUSINESS

- A. Welcome of new Board member
Weidenfeller was not able to attend meeting
- B. Selection of new Vice Chair

MOTION: "Nominate Stark to be vice Chair" made by Powell, second by Babcock
Motion carried by voice vote.

C. Appointment to By Law committee

Chair tabled this appointment until next meeting

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D. Discussion Items

a. By Law update process for 2018

As 2018 is an even year our by-laws need to be looked at for any needed update. Board members are to review the by-laws and send any comments Stark. In January the By-Laws committee will have a committee report for the Board. In February the section the committee recommends updates for will be considered under new business. This will continue until all the bylaws are completed.

b. Policy update process for 2018

As 2018 is an even year our policies need to be looked at for any changes. Board members are to review the policies and send any comments to Owen. In February the Policy committee will have a committee report for the Board. In March the section the committee recommends updates for will be considered under new business. This will continue until all the policies are completed.

- c. Strategic Plan update process for 2018-2023
Board needs to update the plan with the opening of the new Library. Board members should review the old plan and think about the goals we want to accomplish in the next 5 years. Board will take this up at a March meeting.

X. AGENDA ITEMS FOR MONDAY JANUARY 22, 2017 MEETING

- A. By Laws
- B. Policies

XI. BOARD COMMENT

Chair wished all a Merry Christmas.
Look on Facebook for 300 pictures of Santa and Mrs. Claus.
Discussion of Budget and options to reduce budget.
Facebook comments need to be looked at and consider controlling them.

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Babcock, second by Stark
Motion carried by voice vote.
Meeting adjourned at 8:05 pm
Cookies and refreshments served

Next regular meeting scheduled for Monday, January 22, 2018, 7PM at the Library

Submitted by Secretary Owen

Approved by Board

1/22/18